



Linda McCulloch, Superintendent  
Montana Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
www.opi.mt.gov

## MONTANA OFFICE OF PUBLIC INSTRUCTION TALENT POOL RECOMMENDATION FORM

We invite you to recommend distinguished educators—teachers and principals—who demonstrate all of the following:

- Exemplary instructional practices;
- Outstanding accomplishments and long-range potential to contribute to the profession;
- Strong leadership for education policy; and
- Inspiring presence that motivates and impacts students, colleagues, and the community.

**THIS IS A CONFIDENTIAL PROCESS.**

**INDIVIDUALS NOMINATED SHOULD NOT BE AWARE OF YOUR RECOMMENDATION.**

When recommending an educator, please complete the following:

1. a separate Talent Pool Recommendation Form for each individual,
2. a one-page recommendation letter explaining how this person meets the above criteria,
3. a resume for each recommendation, and
4. Talent Pool Checklist.

**Recommended Educator Name:**

**Folio Number: (optional)**

Check one:

☐ Teacher

☐ Principal

☐ Other

Check all that apply:

☐ Elementary School

☐ Middle/7-8 School

☐ High School

Check all grade levels that currently apply:

☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

For a teacher, check all that apply:

☐ Reading/English/Language Arts

☐ Science

☐ Mathematics

☐ Social Studies

☐ Fine Arts

☐ Other (please specify): \_\_\_\_\_

**Total Years in Education:**

**If a principal, number of years as an administrator:**

School District Name:

School Name:

School Address: *Street*

*City*

*State*

*Zip*

School Telephone:

Ext.

School Fax:

Educator's Supervisor: *Name*

*Title*

Supervisor's Telephone:

Ext.

School E-mail:

Personal E-mail:

Will this person be at the same school site next year?

☐ Yes

☐ No

If no, where will the educator be located?

**RATE** educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be as detailed and thorough, **with examples, whenever possible.**

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

1. Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.

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☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

2. Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, presentations.

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☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

3. Strong long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education for at least 15 more years and demonstrate leadership in the profession.

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☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10

4. Engaging and inspiring presence and ability to motivate and impact students, colleagues and the community. Do students perform at higher levels due to the educator, pursue certain careers, return to visit the educator, credit their success to the educator, etc.?

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Cite evidence of student achievement gains as a result of the educator's practices.

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Cite awards the educator has received:

Award	Year
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

**Other Comments:**

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Schools Attended

Degrees

Graduation Years


**REFERENCES**

Please list the names and telephone numbers of three references, other than yourself, who know the educator currently and very well. We *will* call and interview each reference listed about the educator's experience in the classroom and leadership. The educator's supervisor must either complete this form, be a reference, or write a recommendation letter.

**Please provide contact information for the summer months.**

Name

Title

Telephone (H)

Telephone (W)

E-mail (W)

E-mail (H)

Name

Title

Telephone (H)

Telephone (W)

E-Mail (W)

E-mail (H)

Name

Title

Telephone (H)

Telephone (W)

E-Mail (W)

E-mail (H)

**YOUR Name**

Title

Telephone (H)

Telephone (W)

E-Mail (W)

E-mail (H)

(Continued on next page.)

**Attachment 1**

**One-page recommendation letter**

Recommended educator name \_\_\_\_\_

Recommendation letter may be typed in the space below or mailed separately.

Your Name \_\_\_\_\_

Send to: Sue Tinsley, Office of Public Instruction, PO Box 202501, Helena, Montana 59620-2501, (406) 444-5643,  
(406) 444-2893 (fax) or stinsley@mt.gov.

**Attachment 2**

**Resume**

Recommended educator name \_\_\_\_\_

Current resume may be typed in the space below or mailed separately.

Send resume to: Sue Tinsley, Office of Public Instruction, PO Box 202501, Helena, Montana 59620-2501, (406) 444-5643, (406) 444-2893 (fax) or [stinsley@mt.gov](mailto:stinsley@mt.gov).

## Talent Pool Checklist

Thank you for your interest in recommending an educator for State Superintendent McCulloch's Talent Pool. Please remember, this recommendation must remain confidential. Incomplete forms will be eliminated from the talent pool process.

Here is a checklist to assist you in submitting a complete packet to the Office of Public Instruction. Have you included these items?

- ☐ Talent Pool Nomination Form
  - The recommended educator's supervisor has either completed this recommendation or is one of the three references.
- ☐ One-page letter of recommendation
- ☐ Nominee's current resume

For questions contact Tara Jensen at (406) 444-3559 or [tjensen@mt.gov](mailto:tjensen@mt.gov) or Sue Tinsley at (406) 444-5643 or [stinsley@mt.gov](mailto:stinsley@mt.gov).

Return completed letter(s) and form(s) to:  
Tara Jensen/Sue Tinsley  
Superintendent's Office  
Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501

Date submitted: \_\_\_\_\_

[www.opi.mt.gov/Superintendent/TalentPool.html](http://www.opi.mt.gov/Superintendent/TalentPool.html)